CCFA ATTENDANCE: When to Void or Delete Attendance

Overview

- **In CCFA, you will be able to edit your attendance for a given month, until you generate ledgers for that month**

- **Once you have generated ledgers, you will not find the attendance for editing**

- **If your invoice is rejected, Attendance can be edited again**
  - Who can reject the invoice depends on what level it has been submitted to
    - o If a provider has not yet approved/submitted invoices but generated ledgers , the provider may reject the invoice back to themselves
    - o If the provider submitted Invoices to the Subsidy Administrator they may reject back to the provider
    - o If the Subsidy Administrator has submitted invoices to EEC, you will use the Adjustment process
    - o EEC can also reject back to the subsidy administrator
      - ▪ If EEC needs to reject back to the subsidy administrator this could result in delay in payment

- **If your invoice is approved by the subsidy administrator**
  - Submitted to EEC and approved by EEC, you will follow the Adjustment process to change attendance or placements. See Adjustments presentation

Deleting Attendance or Voiding Placements?

- **Deleting Attendance can be performed as long as billing has not been submitted (or it has been rejected after submission)**
  - Deleting Attendance allows you to delete by placement by month
  - Attendance must be deleted for each applicable month before you can edit a placement
  - Use this strategy if you have made an error on the attendance, but the placements are correct
    - For example, entered absence codes for each day a school closure placement did not attend when no school closures occurred - wrong codes used, should have left the code at NA
  - Use this strategy if the majority of the placement and attendance will remain the same and you will be editing the placement
    - For example, the original placement is from 9/2015 to 8/2016 and the child stopped coming in December, but was marked as attended on January Attendance
    - You will Delete the January Attendance, so you can end the placement on December 31
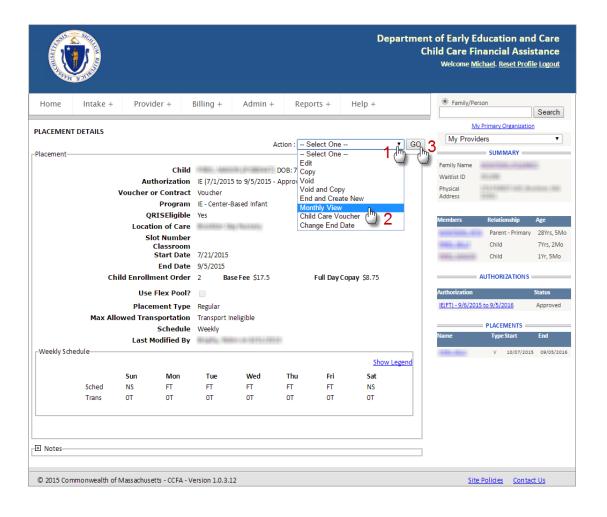
- **Voiding Placements**
  - Voiding Attendance can be performed when billing has been submitted and the Placement is incorrect
  - ALL attendance for the entire placement will be voided
    - Create new placement
    - Re-enter attendance
  - CCFA will adjust the prior months billing in the current billing cycle
    - Billing will be decreased by the voided placement
    - New placement and attendance will increase billing
    - The net impact will be either added or subtracted fro the current months billing

Deleting Attendance

- Select the Placement on the Family Details Page.
- Select "Monthly View" from the Action drop-down menu on the Placement Details page, and click on the button labeled "Go"
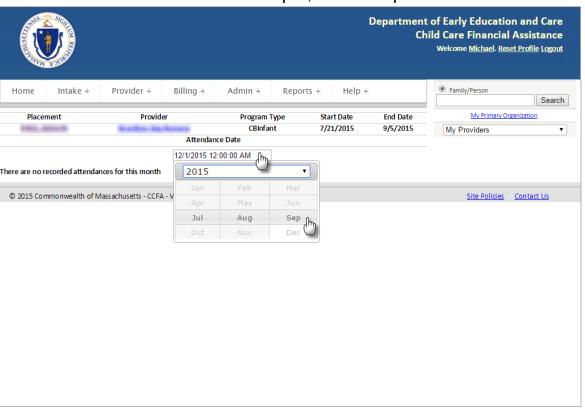
Deleting Attendance

- Next, click on the attendance date field to reveal the date selection dialog box. Only months with attendance entries will be available for selection.
- Attendance entries must be removed beginning with the last month entered. In this example we are only interested in attendance entries made in September since we intend to end the placement on August 31st.
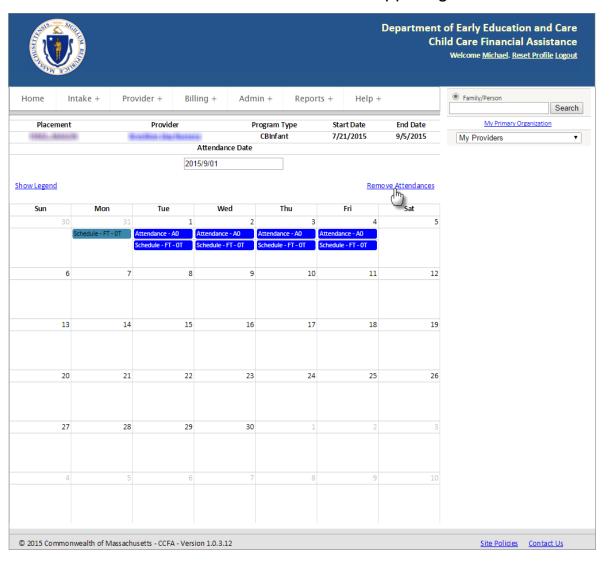
Click on the latest available month. In our example, this is September.
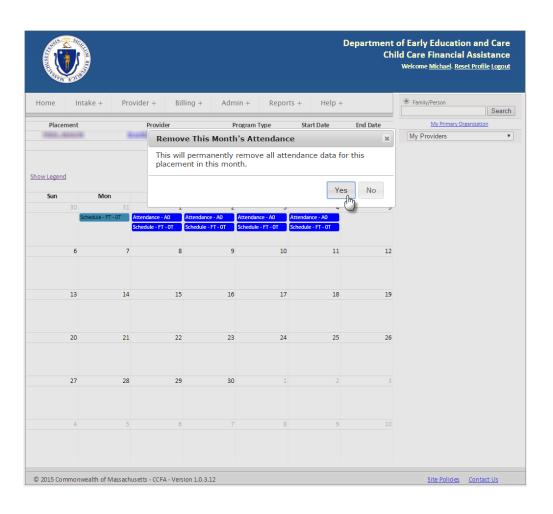
Ending Placements – Deleting Attendance

- Click on the link labeled "Remove Attendances" near the upper right corner of the calendar.

Ending Placements – Deleting Attendance

- A confirmation box will be displayed asking you to verify that the selected month' s attendance should be removed. Click on the button labeled "Yes"
- Repeat the process until all desired month's attendance is deleted

Voiding Placements

- **Go to the Family Details Page**

- **Select the Placement on the right side**

- **Select Void or Void and Copy in the Action menu**

- **Create new Placements**
  - NOTE: Contract placements should be voided and replaced on the same day
  - Recall that CCFA performs slot management nightly
  - If you leave a placement empty, CCFA may reassign the slot

- **Enter Attendance for the new placements**

- **Save and Review Attendance**

- **Generate Ledgers**

Training Materials and Questions

- **Check our website for updates and available recordings www.mass.gov/eec/ccfa/training**

- **Please email your questions to CCFATraining@massmail.state.ma.us**